

TITLE, SERIES, GRADE: Paralegal Specialist, GS-950-7

SALARY RANGE: GS-7: \$33,071.00-\$42,993.00 per year

PROMOTION POTENTIAL (IF ANY) TO: GS-9

VACANCY ANNOUNCEMENT NUMBER: 04-EDCA-004IH

TYPE OF POSITION: Full Time/Permanent

AREA OF CONSIDERATION: Status candidates only in the United States Attorney's Office for the Eastern District of California, plus well-qualified surplus and displaced Department of Justice employees (CTAP) in the local commuting area of Fresno, California.

OPENING DATE: 09/30/04

CLOSING DATE: 10/8/04

DUTY LOCATION(S): United States Attorney's Office, Eastern District of California, Fresno, CA

NUMBER OF VACANCIES: One

POINT OF CONTACT: Laurie Pablo

CONTACT PHONE: 916-554-2707

TDD: None

Send application package to: United States Attorney's Office
ATTN: Human Resources Office
501 I Street, Suite 10-100
Sacramento, CA 95814

NOTE: This position has promotion potential to GS-9. However, promotion to the higher grade is dependent upon sufficient higher grade work to warrant the promotion, management's decision or ability to assign those duties, and the individual's ability to perform at the higher level.

Applications will not be accepted via fax, e-mail, or internet.

One year probationary period may/may not be required.

DUTIES: The incumbent provides assistance to attorneys by performing legal research, drafting briefs and pleadings, and assembling exhibits for trial. The incumbent also uses a variety of litigation support equipment and software applications to aid in the investigation, presentation and prosecution of federal cases. Reviews investigative reports, testimonies, interviews, files, and documents for a variety of criminal cases to become

familiar with the issues, identify pertinent material, and prepare comprehensive digests. Researches and summarizes factual aspects of cases. Participates and assists in preparation for trial by compiling, organizing, and indexing various evidentiary exhibits. Marks and identifies trial exhibits and drafts a list of exhibits to be offered at trial. Prepares narrative summaries, charts, tables, graphs, or other visual aids to be used at trial. Performs legal research on particular issues and cases identified by the attorney(s). Organizes these source materials by providing summaries, bibliographies, and indices for use in litigation. Utilizes a variety of automated legal research tools as well as public information databases and other automated resources to research case- or program-specific legal matters, and to participate in assigned areas of criminal proceedings. Assists in the preparation of government and expert witnesses for trial. Participates in the interviews of potential witnesses, summarizes their prospective testimony, and suggests questions for examination. Prepares drafts on a variety of legal documents. Incorporates legal references and includes an analysis of precedents related to the case. The incumbent writes initial drafts or summaries to be used in preparation of the final draft and then shepardizes, proofreads, and verifies citations and statutory references against original sources such as legal texts, reports, etc., to ensure correctness and conformance with source materials. Provides a variety of legal assistance and technical work requiring a specialized knowledge of processes, procedures, and practices to support legal activities. Support assignments involve the form, content and issues of legal instruments and documents, and the steps and procedures involved in processing, storing, and retrieving legal actions and legal information pertaining to the activities of the District. Assists in performing a variety of administrative duties in support of the assigned AUSAs. Support assignments involve administrative support not of a strictly legal nature, but which typically involve automation support or other administrative subject-matter areas. Utilizes a variety of software packages including database, spreadsheet and word processing applications such as Corel Draw, Corel Quattro Pro, Access, Omnipage, Microsoft PowerPoint, Microsoft Access, Paradox, Sanctions, WordPerfect, Corel Presentations, PageMaker, TimeMap, CaseMap, etc. Organizes, summarizes and presents data in narrative, tabular and graphic form for reports, posters, and other forms of exhibits and visual media. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Administrative and Management Positions issued by the Office of

Personnel Management.

At the GS-7 level, applicants must have at least one year of specialized experience comparable in difficulty and responsibility to that of GS-5 level work in the federal service. Qualifying specialized experience includes performing various paralegal duties which involved reviewing documents to extract information related to specific issues; reviewing and summarizing information on case precedents and decisions; searching for and extracting legal references in libraries and computer data banks, and attending hearings or court appearances to become informed on the status of cases.

OR

Applicants also may qualify based on successful completion of the following education (submit college transcripts if qualifying based on education alone or a combination of education and experience).

For the GS-7, one full year of graduate level education which demonstrates the knowledge, skills, and abilities necessary to do Paralegal Specialist work, or a bachelor's degree with superior academic achievement (a 3.0 and above GPA, membership in one of the national scholastic honor societies, or a standing in the upper third of your graduating class or major subdivision).

OR

Experience and education can be combined to meet the minimum qualification requirements. Experience and education should be computed as percentages of the overall requirements and must equal 100 percent when combined.

All qualification requirements, including the 52 week time-in-grade and time after competitive appointment requirements must be met within 30 days after the closing date of the announcement and before placement in the vacant position.

EVALUATION METHODS: Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. An examiner will review the application and responses to the KSAs and assign points of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. The Rating Schedule/Crediting Plan contains examples of tasks that

demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience. Failure to address the KSAs may result in a lower score.

KNOWLEDGE, SKILLS, AND ABILITIES: Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). Failure to submit this information may result in a lower score in the ranking process. The factors are:

- 1) Ability to analyze legal issues and conduct legal and factual research. (Describe your experience in performing legal research and the various types of databases or other sources used. Describe the types of legal issues you have analyzed and the results of your analysis.)
- 2) Ability to draft legal documents and correspondence. (Describe the types and complexity of legal documents developed and prepared.)
- 3) Ability to communicate orally. (Describe your experience in oral communications - specifically dealing with performing duties in a legal environment. Who was your audience? What type of information were you presenting? Give specific examples.)
- 4) Knowledge of the litigation system to include court rules, processes, and procedures. (Describe your legal experience to include the tasks performed in preparation for or during trial. Discuss how you have used this knowledge in trial preparation.)
- 5) Knowledge of automated litigation support programs and computerized databases in a legal environment in order to gather and organize extensive documentary evidence or other voluminous case related documents for complex cases. (Describe the types of automated litigation support tools and evidentiary databases used along with the various functions performed.)
- 6) Skill in the use of office automation software/hardware and automated legal research/case management systems. (Describe types of word processing and/or other software applications used to prepare a variety of documents. Describe the types of automated legal research databases used.)

HOW TO APPLY:

Applicants must submit the following information:

The Optional Application for Federal Employment (OF-612), an SF-171, **OR** a resume. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

PERSONAL INFORMATION:

X Full name, mailing address, and day and evening phone numbers including area codes

X Social Security Number

X Country of citizenship (this position requires United States citizenship)

X Veterans' preference

X Reinstatement eligibility (attach a copy of your SF-50 as proof of status)

X Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

X Names of high school attended, city, state, and zip code, date of diploma or GED

X Name of college and university attended, city, state, zip code

X Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)

X Copy of college transcripts only if the job vacancy requests it

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

X Job title (include series and grade if a Federal job)

X Duties and accomplishments

X Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)

X Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

X Job-related training courses (title and year)

X Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed

X Job-related certificates and licenses (current only)

X Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

OTHER DOCUMENTATION:

X A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis (current, Federally employed applicants and those eligible for reinstatement)

X A copy of a performance appraisal issued within the last 12 months (current Federally-employed applicants only)

CTAP CANDIDATES: To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP employee is one who: satisfies all medical, physical, education, experience, and selective placement factors (ability to type at least 40 words per minute) for the vacant position; meets established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all duties of the position within a reasonable orientation period (e.g. 30 days). CTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, and a copy of a SF-50 showing their current position, grade level, and duty location. CTAP applicants who are applying for selection priority to a position with promotion potential, must provide evidence that the position for which you have received a separation notice from or from which you were separated has the same promotion potential as the position for which you are applying. Failure to submit such documentation will disqualify you for selection priority.

OTHER INFORMATION: Applications must be hand-delivered or postmarked no later than the closing date of this announcement. Failure to submit all required documents may result in a lower rating in the evaluation process. Relocation expenses are not authorized. The announcement number must be indicated on the application package. Applications submitted at the Government's expense will not be considered. This includes those submitted in Government franked envelopes and those transmitted to a Government fax machine. If applicable, employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice and is subject to drug testing by urinalysis. Applicant must meet all eligibility requirements no later than 30 days after the closing date of this announcement (and before placement in the position).

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a

Federal job.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.